

Computer Training

@ the Anderson
Main Library

September - December Schedule

Get hands-on help with a variety of **FREE** computer and technology classes.

Teens to Adult. Classes limited to 12 participants.

Call 864-260-4500 x126 to sign up.

Mousing & Keyboarding Basics

Sat, Sep 1 | 3pm - 5pm

Mon, Dec 10 | 2pm - 4pm

Computer & Internet Basics

Thu, Sep 6 | 10am - 12pm

Microsoft Word Basics

Mon, Sep 10 | 2pm - 4pm

Mon, Nov 19 | 2pm - 4pm

Microsoft Excel Basics

Mon, Oct 1 | 2pm - 4pm

Microsoft PowerPoint Basics

Sat, Oct 13 | 3pm - 5pm

iPad Basics

Thu, Nov 1 | 10am - 12pm

Windows 10 Basics

Thu, Nov 15 | 3pm - 5pm

OPEN LAB

Mon, Sep 24 | 2pm - 4pm

Thu, Oct 18 | 10am - 12pm

Sat, Nov 10 | 3pm - 5pm

Mon, Dec 3 | 2pm - 4pm

Each computer training class meets for one session in the 2nd floor Computer Lab at the Anderson Main Library. Each session requires the ability to use a computer mouse. If you cannot use a mouse, it is strongly recommended that you use the Mousing Around tutorial before you come to class. You can find the tutorial at www.pbclibrary.org/mousing/intro.htm



Anderson Library | 300 N. McDuffie St. | Anderson
864-260-4500 | www.andersonlibrary.org



Appropriate accommodations for individuals with disabilities will be provided upon request. Please notify the branch offering the program at least 5 business days prior to the event. This document is available in alternative format upon request.

Computer Training @ the Anderson Main Library

September - December Class Descriptions:



Mousing & Keyboarding Basics (*Prerequisite – No previous computer experience needed*)
Learn how to click, double-click, click and drag, and scroll with the mouse. Practice typing and editing text, numbers, and symbols with the keyboard.



Computer & Internet Basics (*Prerequisite - Basic mouse and keyboarding skills*)
Learn about the components of a computer, the difference between hardware and software, what an operating system is, and how to create and store files. Dive into the Internet using Google Chrome or Internet Explorer to perform simple searches and find websites. Learn how to navigate the web and evaluate site content. Get basic online etiquette and Internet Safety tips. (Computer Basics now taught with Windows 10 and Office 2016).



Microsoft Word Basics (Office 2016) (*Prerequisite– Basic mouse skills*)
Become familiar with the basic functions in the Microsoft Word program. Practice editing templates, selecting and formatting text, cutting/ copying/ pasting text, and saving documents.



Microsoft Excel Basics (Office 2016) (*Prerequisite – Basic mouse and keyboarding skills, Microsoft Word Basics*)
Get an introduction to the basics of using Excel 2010, a spreadsheet program for data management. Get started using the basic tools. Explore the parts of a workbook and learn how to enter, edit, and duplicate data. Practice inserting formulas, formatting text, resizing columns, creating charts, renaming and deleting sheets and printing.



Microsoft PowerPoint Basics (Office 2016) (*Prerequisite - Basic mouse and keyboarding skills, Microsoft Word Basics*)
Learn how to use Microsoft PowerPoint as a tool to create professional-looking slide shows and presentations. PowerPoint allows you to construct presentations and set up your slideshow with automated settings or for manual viewing.

iPad iPad Basics

In each class, learn how to use your tablet more efficiently. Find out how you can do research, increase your productivity and entertain! See how your tablet can enrich your Anderson County Library user experience. Please bring your Apple ID and Password to the class that you attend.



Windows 10 Basics (*Prerequisite - Basic mouse and keyboarding skills*)
Learn how to navigate the Windows 10 interface, as well as use its features and apps.



OPEN LAB (*Prerequisite - Computer Basics and Microsoft Office Applications*)
Come to class prepared to ask computer or other electronic device questions.